INTERNET ARCHIVE
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Searched for **http://web.vio.com/help/userguide/userguidemac/ver3_29.htm**   **6** Results

* denotes when site was updated.
Search Results for Jan 01, 1996 - Jun 13, 2003

1996	1997	1998	1999	2000	2001	2002	2003
0 pages	0 pages	0 pages	0 pages	0 pages	4 pages	1 pages	0 pages
					May 02, 2001 *	Jul 03, 2002	
					Jul 24, 2001		
					Sep 17, 2001		
					Oct 03, 2001		

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Opening a Job Ticket

When a new job is prepared, a *Job ticket* is filled out with all the necessary information. The *Job ticket* defines the job destination, and the folders and files to be sent with the job. Additional information includes the job title and instructions, requested priority and due date. Once the job is sent, you can open the *Job ticket* from the receiver's *Inbox* or the sender's *Sent Jobs* window.

Click the *Open Job Ticket* button 📧, to view the *Job ticket* or double click on the Job. The Job Ticket window opens. The job status in the receiver's *Inbox* and the sender's *Sent Jobs* window will change to Opened.

Open Job Ticket: 267211					
Job Title: kvutsa.jpg+teamtif					**ViO**

Job Info:

From:	Vio_Application@Vio Israel	Date Sent:	2-Oct-2000 09:47
ID:	267211	Due Date:	
Status:	New	Expiration:	7-Oct-2000 09:47
Priority:	Normal		

Attached Files. Total Size: 2 Items, 3.8 MB

Name	Size	Type	Creator	Kind
teamtif	2.7 MB	TIFF	8BIM	Adobe Photoshop 5.5 ...
kvutsa.jpg	1 MB	JPEG	8BIM	Adobe Photoshop 5.5 ...
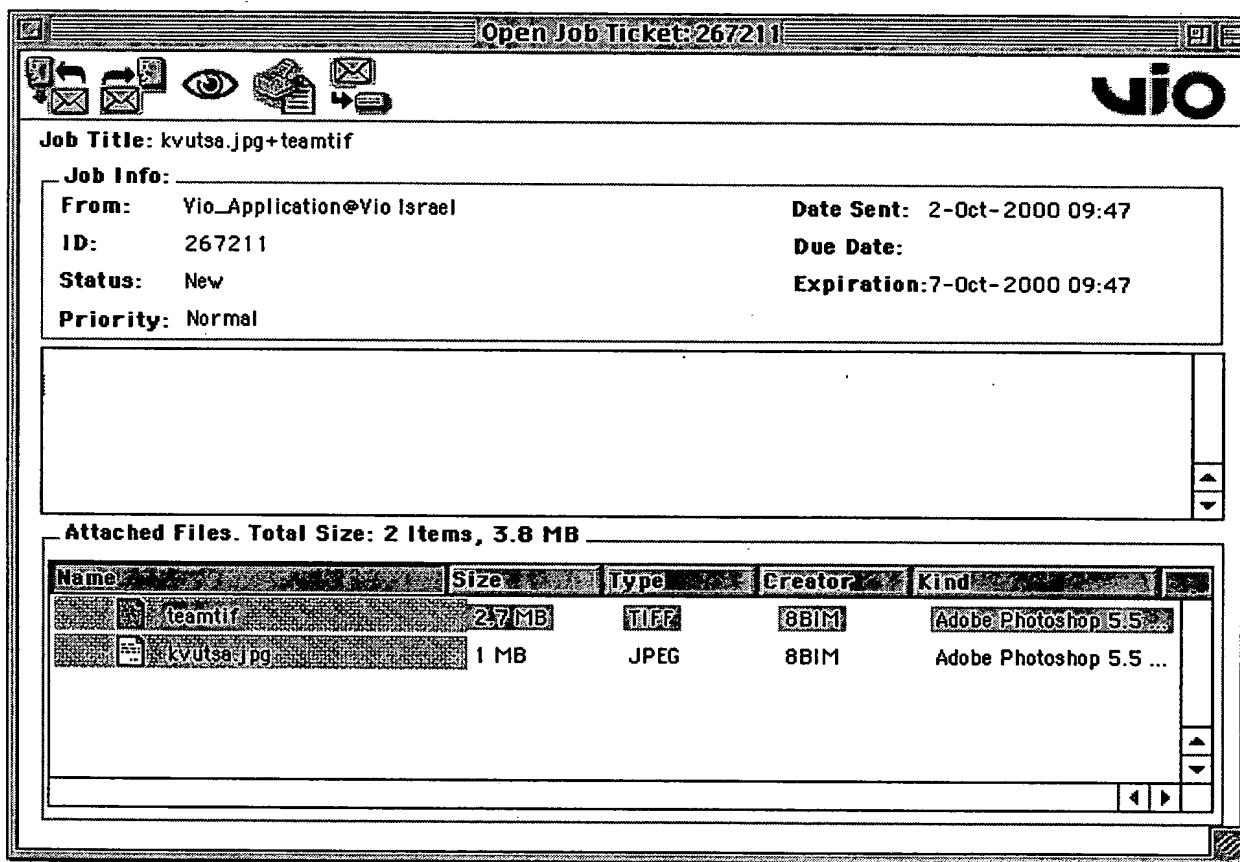
Operations you can perform in the Open Job Ticket:

Reply   Click the Reply button 📧, to open the Reply Job Ticket, ready for replying to it's sender. See *Replying to a Job.*

Forward   Click the *Forward* button 📧, to forward the highlighted Job to another destination. See *Forwarding a Job.*

Softproof   Select a file and click the *Softproof* 👁, button to view a softproof of the file. See *Softproofing.*

Print Job ticket   Click the *Print Job Ticket* 🖨, button to open the Job Ticket in your Netscape browser ready for printing.

Retrieve   Click the *Retrieve* button ✉, to retrieve the job. See *Retrieving a Job.*

The job fields in Job ticket:

Job Information:

From/To   The sender's address when opened from the *Inbox*, or the destination address when opened from the *Sent Jobs* window.

ID#   The job identification number assigned at the *Vio* network. Each job automatically gets a unique job ID# when it arrives at the *Vio* network.

Status   Job status options are: In Transit, New, Viewed, Retrieved, Warning or Deleted.

Sent   Date and time the job arrived at the *Vio* network. (Optional).

Due Date   Date for job delivery, as requested by the sender. (Optional).

Expiration   The date when the Job expires.

Priority   Priority options: Urgent, High, or Normal requested by the sender.

Job Description:

Job Title   The job title assigned by the sender. (Optional).

Instructions   Instructions or messages inserted by the sender. (Optional).

Attached Files (bottom section) of the Job ticket:

The title of the *Attached Files* section shows the total size of the job and the number of attached folders and files.

File/folder details include: File Name, Size, Type, Creator and Kind.